

## **Minutes of the Finance Committee**

**Wednesday, July 22, 2015**

Chair Heinrich called the meeting to order at 8:15 a.m.

**Present:** Supervisors Jim Heinrich, Eric Highum, Larry Nelson, Duane Paulson, and Bill Zaborowski. **Absent:** Richard Morris and Steve Whittow.

**Also Present:** Fleet Manager Bob Rauchle, Highway Operations Manager Pete Chladil, Business Manager Betsy Forrest, Federated Library Director Connie Meyer, Administration Director Norm Cummings, Senior Human Resources Analyst Andrea Mohr, and Budget Manager Bill Duckwitz. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of July 8**

MOTION: Paulson moved, second by Highum to approve the minutes of July 8. Motion carried 5-0.

### **Schedule Next Meeting Date**

- August 5

### **Chair's Executive Committee Report of July 20**

Mader advised the Executive Committee, at their last meeting, approved five appointments, an ordinance pertaining to the Waukesha-Jefferson County Federated Library System partnership, scopes for the Parks Division Cash Control and Purchasing Division audits, and heard a report on the recent National Association of Counties annual conference. Nelson highlighted his experiences at the conference.

### **Ordinance 170-O-040: Modify The 2015 Department Of Public Works, Central Fleet Division Budget To Appropriate Additional Revenue And Fund Balance To Purchase A New Vehicle Lift**

Rauchle advised this ordinance appropriates \$18,000 of additional revenue to purchase a new vehicle lift for the Central Fleet Division to replace an existing four-point lift which was under-utilized. Current service work, particularly for the Sheriff's vehicles, was better suited to the two-point lift capabilities, resulting in labor efficiencies. While Central Fleet already operates two, two-point lifts, this replacement lift is needed to handle higher work volume. Rauchle distributed photos of the two types of lifts and explained the differences. The ordinance appropriates salvage revenue of \$10,300 from the sale of the previous lift and \$7,700 from Central Fleet fund balance. Central Fleet is an internal service fund operation funded by charges for services. Labor efficiencies are expected to benefit department customers, some of which are funded with tax levy.

MOTION: Nelson moved, second by Highum to approve Ordinance 170-O-040. Motion carried 5-0.

**Ordinance 170-O-039: Modify The 2015 Transportation Fund Budget To Appropriate Revenues And Expenditures To Purchase Two (2) Self-Propelled Pavement Crack Routers And One (1) Skid Steer Mounted Shouldering Attachment**

Chladil discussed this ordinance which appropriates \$75,000 of additional revenue to purchase two self-propelled pavement crack routers for a total of \$45,000 and one skid steer mounted shouldering attachment for \$30,000. The equipment will be used primarily for work performed for the State through the Performance Based Maintenance program. The department will absorb any associated maintenance costs in the existing 2015 budget.

Answering Mader's question, Forrest said the County received more than \$300,000 in 2014 through the program. This purchase is funded with favorable variances from the program and noted their intent moving forward is to include requests in annual budgets.

MOTION: Nelson moved, second by Zaborowski to approve Ordinance 170-O-039. Motion carried 5-0.

**Ordinance 170-O-041: Modify Waukesha County Federated Library System 2015 Budget To Appropriate Café Reserve Funds To Increase Expenditures For Migration Of Jefferson County Libraries**

Meyer discussed this ordinance which authorizes the appropriation of \$113,000 in Federated Library System's CAFÉ (Catalog Access for Everyone) fund balance revenue. Said funds will be used to pay for the software, licensing, and professional services required for the successful migration of eight Jefferson County libraries into the CAFÉ automation system effective January 1, 2016. Revenues in the CAFÉ fund primarily come from contributions from federated system libraries for ongoing library automation services as well as future software and equipment replacements. This ordinance increases the 2015 CAFÉ Fund budget appropriations for operating expenses by \$105,500 and fixed assets by \$7,800. The \$113,300 of setup costs are scheduled to be paid back to the CAFÉ Fund over the next several years.

The CAFÉ fund balance at the start of 2015 was \$412,899. The estimated CAFÉ fund balance remaining after appropriating \$113,300 to the 2015 budget is \$299,599. Currently, the department estimates a net positive cash flow through the end of 2015. There are no County tax levy funds in the CAFÉ Fund.

MOTION: Nelson moved, second by Zaborowski to approve Ordinance 170-O-041. Motion carried 5-0.

**Six Month Status Report on the Waukesha Employee Health & Wellness Center**

Cummings and Mohr were present to discuss this item as outlined in the report titled "180 Day Review" provided by CBIZ Benefits and Insurance Services, Inc. Cummings said they are very pleased with the first six months of operation and the clinic will continue to grow. The clinic opened November 1, 2014 and services employees of Waukesha County, City of Waukesha, and Waukesha School District. So far each entity is pleased with the clinic. During the last three months (February-April), there were 2,863 visits (134% higher than the first three months of operation [November-January]). Of those, 19% were City employees, 40% County employees, and 41% school district employees. Total eligible participation was 15.4% (up 4.1% from the first three months of operation) and of that, 91% was for personal health and 9% for occupational health.

Cummings said participation for the first six months is close to what was estimated but hopes this reaches 40-50% by the end of this year. Mohr noted they will transition pre-employment screenings to the clinic January 1, 2016 along with DOT random drug screenings. The City may also transition their DOT random drug screenings to the clinic. Beginning this year, all County employees will go to the clinic for their annual biometrics testing. Cummings indicated the County's health insurance costs are much lower than inflation, partly due to the clinic.

Cummings reviewed clinic utilization patterns and appointment activity. He reviewed estimated out-of-pocket savings and for County employees this totaled about \$60,281 over the six month period. Mohr said 97-98% of users have rated the clinic excellent or good. Cummings discussed expenses (e.g., administrative fees, labs, staffing, facility operations, CBIZ consulting, etc.) and said overall, the clinic is \$165,404 under budget. He advised another analysis will be done at the end of the year including detailed fiscal data.

Mohr said the top five prescriptions written by clinic providers were dispensed by the clinic's dispensary which is good. Drugs from the dispensary cost either \$2 or \$5, depending on the drug. This saves the County and the employee money. However, employees can get their prescriptions filled at a pharmacy of their choice.

Mohr discussed Healthstat (clinic provider) performance metrics, ongoing initiatives, and successes and challenges. Clinic successes include strong patient retention, increased patient satisfaction, reduced wait time, strong overall health coaching participating and results, and provider retention. Clinic challenges include overall lower than expected utilization, low new patient growth, potential ROI implications, risk in adding physical therapy in year two, and support staff retention.

Zaborowski asked if this is working well for Healthstat. Cummings said yes, this has been great for their business nationally. Also, CBIZ's involvement, indicating what is working and what can be improved, has been a positive for Healthstat. It's a great partnership.

### **State Legislative Update**

Mader distributed information on 2015-2017 State budget impacts pertaining to property assessments, recycling grants, circuit court funding, the Pretrial Intoxicated Driver Intervention Grant Program, Aging & Disability Resource Centers, Youth Aids, General Transportation Aids, Children's Community Options Program, prevailing wage, shoreland zoning, etc. He explained a number of items and indicated questions could be forwarded to Legislative Policy Advisor Sarah Spaeth.

MOTION: Zaborowski moved, second by Highum to adjourn at 9:47 a.m. Motion carried 5-0.

Respectfully submitted,

William J. Zaborowski  
Secretary